



Opening Date: 8/14/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #77-19 Sales Assistant**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The Sales Assistant performs duties requiring substantial administrative and customer service skills. Incumbent must possess advanced computer skills, the ability to exercise good judgment and have effective interpersonal skills. The incumbent in this position provides broad administrative support to the staff of the Sales Department of the Events DC, Conventions and Meetings division. This position is responsible for maintaining bookings of Walter E. Washington Convention Center facility events using an automated scheduling system and assists the Sales Manager, Senior Sales Manager, Director of National Accounts and VP, Sales. The work requires a high degree of accuracy, attention to detail and knowledge of Center operations. The incumbent reports directly to the Director of National Accounts.

### **EXAMPLES OF WORK ASSIGNED**

- Enters booking information into the Center's e-Book scheduling system.
- Reviews all booking entries with Sales Managers to ensure that all information is accurately and completely entered into e-Book.
- Produces a variety of reports from e-Book (i.e., revenue, tentative/definite bookings, occupancy and available date reports).
- Reviews and performs quarterly audits of all accounts to ensure appropriate account information is current (i.e., contacts, addresses and telephone/fax numbers).
- Prepares all sales proposals for the two sales manager at WEWCC.
- Supports senior contracts administrator with copying, scanning and executive of license agreements. Gains clear understanding of the license agreement process to ensure a back-up plan in their absence.
- Provides the administration support for all sales special events, site inspections, and tradeshow documents.
- Manages the Vice-President of Sales appointment calendar.

- Completes and processes all department travel and expense reports and distributes according to the deadlines established by the Financial Management Division.
- Compiles materials and agendas for a variety of meetings.
- Maintains filing systems.
- Answers and screens incoming telephone calls and takes messages.
- Maintains confidentiality of sensitive issues and materials.
- Performs a variety of related tasks and duties as assigned including building tours with prospective customers.
- Develops familiarity of the operational infrastructure of Events DC and becomes knowledgeable of services provided by all organizational components.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Excellent command of the English language, with good writing, proofreading and editing skills.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Excellent interpersonal, customer service and problem-solving skills dealing with guests, clients, staff, and external organizations.
- Ability to work independently, self-starter, ability to multitask, is detail oriented, well organized, and a reliable team player.
- Ability to demonstrate a pleasant, neat and professional appearance.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.
- Ability to exercise tact, courtesy, confidentiality, good judgment, thoroughness, and dependability.

### **CORE COMPETENCIES (ADMINISTRATIVE LINE STAFF)**

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

### **ADA ESSENTIAL FUNCTIONS**

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university, and or three (3) to four (4) years of progressively responsible administrative experience.
- Demonstrated proficiency with Microsoft Office Suite.

### **DESIREABLE QUALIFICATIONS**

- Experience in a Sales and Marketing environment, Convention Center or Hotel related.

### **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
 Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
 Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**